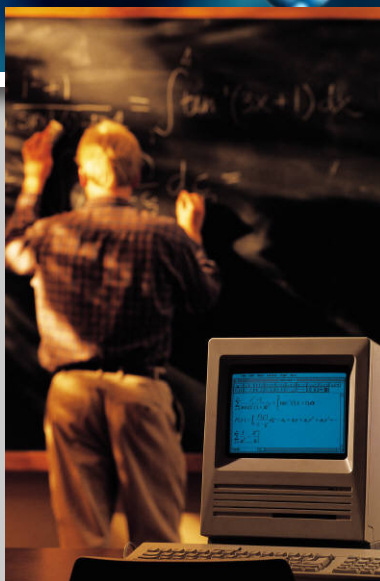


Improving Teacher Quality





Agenda

- Getting Access to MEGS
- The Application
- Submission



The first step – Getting a MEIS number

- MEIS (*Michigan Education Information System*) is a user management tool that gives you a username and a password.
- **BUT** – it does not give you access to ANY system.



How to get a MEIS number

Navigate to the MDE Web Site:
<http://www.michigan.gov/mde>

The screenshot shows the Michigan Department of Education website. The left sidebar contains a list of links: Michigan.gov Home, State Board of Education, Offices, Programs, News & Publications, Curriculum & Instruction, School Administration, Parents & Family, Grants, School Assessment and Accountability, and **LOGIN TO MEIS** (which is circled in red). The main content area includes a search bar, a navigation menu with links like Departments/Agencies, Online Services, and Surveys, and a section for MDE Quick Links. The 'Current Topics' section lists news items such as 'Michigan Teacher of the Year Named Finalist for National Teacher of the Year' and 'More Michigan High Schools Not Making Adequate Yearly Progress'.

Click
Here





MEIS – Get into the system

Click
Here



The screenshot shows the Michigan Department of Education (MDE) website. The header includes the Michigan Department of Education logo, the text "Department of Education", and the "Michigan.gov" logo with the tagline "An Official State of Michigan Web Site". Below the header is a navigation bar with links: "Michigan.gov Home", "MDE Home", "Site Map", "Contact MDE", "Keywords", and "Online Services". A search bar is located on the right. The left sidebar contains a list of links: "Grants", "Archive: Active/Historical Grant Programs", "Other Federal and Private Grant Sources", "Michigan Electronic Grant System (MEGS)", "MEIS (Michigan Education Information System)", "State Board of Education", "Offices", "Programs", "News & Publications", "Curriculum & Instruction", and "School Administration". The main content area is titled "MEIS User Management v1.4" and contains a welcome message, a "Jump to a category..." dropdown menu, and a section titled "MEIS Data Submission Applications" with a sub-section "Authorization Information" containing three links: "Create an MEIS Account", "Verifying Your MEIS Authorized Users", and "MEIS Authorized User Removal Request". The "Create an MEIS Account" link is circled in red. The right sidebar contains a "Search" bar, a "GO" button, and a list of links: "Departments/Agencies", "Online Services", "Surveys", "RSS Feeds", "MDE Quick Links", "MDE Staff Directory", "ISD Financial Reports", "Notices & Public Comments", "Directory of Schools", "No Child Left Behind", "State Tech Plan - 2006", "Recognition Programs", "Family Fundamentals Learning Activities", "Troops to Teachers", "School Finance & Law", "E-Rate: Service Fund", "Share Your Thoughts", and "Superintendent's Podcast".

Michigan.gov Home | MDE Home | Site Map | Contact MDE | Keywords | Online Services

Search GO

Departments/Agencies
Online Services
Surveys
RSS Feeds

MDE Quick Links
• MDE Staff Directory
• ISD Financial Reports
• Notices & Public Comments
• Directory of Schools
• No Child Left Behind
• State Tech Plan - 2006 [PDF](#)
• Recognition Programs
• Family Fundamentals Learning Activities
• Troops to Teachers
• School Finance & Law
• E-Rate: Service Fund
Share Your Thoughts
Superintendent's Podcast

Grants
Archive: Active/Historical Grant Programs
Other Federal and Private Grant Sources
Michigan Electronic Grant System (MEGS)
MEIS (Michigan Education Information System)
State Board of Education
Offices
Programs
News & Publications
Curriculum & Instruction
School Administration

Printer Friendly | Text Version | Email Page | A- A+ Text Size

Welcome

MEIS User Management v1.4

MEIS MICHIGAN EDUCATION INFORMATION SYSTEM

To use any of the MEIS applications below you must have a MEIS account. To request to obtain, verify or remove a MEIS account, click on the MEIS logo (to the left). Please use the "Jump to Category" drop down (or scroll down) to locate and open your application.

Jump to a category...

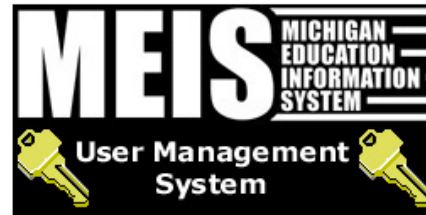
MEIS Data Submission Applications

Authorization Information

- [Create an MEIS Account](#)
- [Verifying Your MEIS Authorized Users](#)
- [MEIS Authorized User Removal Request](#) [PDF](#)



MEIS – Create the Account



Welcome to the
MEIS User Management System

MEIS Accounts are used to access
MEIS
web-based applications bearing this
logo:



[Questions & Answers regarding MEIS User Management](#)

If you are **new** to the MEIS system, and were asked to obtain an MEIS account, please select the link (below on the left) labeled: **Create an MEIS Account**

If you have already created an MEIS account and would like to adjust your account settings (i.e. change your MEIS password, adjust address info, etc.) please login with the MEIS Login box provided (below on the right).

If you **DO NOT HAVE** an MEIS Account:

To obtain an MEIS account, please select the link below:

[Create an MEIS Account](#)

If you **HAVE** an MEIS Account, please login:

MEIS Login

Login:

Password:



Login

Click
Here



[Department of Education Home](#)



MEIS – Step 1

Enter your
last name,
and your first
name, then
click
“Proceed to
Step 2”.

Obtain MEIS Account - Step 1

MEIS accounts are uniquely generated from the information you provide.

Please be sure to provide the most accurate and complete information possible on the screens that follow so that we can create your personal MEIS account.

Remember that each MEIS account is unique to the individual creating it, and your MEIS account should **NEVER** be shared with anyone.

All access to MEIS applications is logged and periodically audited. MEIS accounts used that violate the acceptable use agreement will be removed.

Note: All accounts **MUST** be individual user accounts. Accounts found that appear to be '**generic**' (i.e. accounts that have school names, etc. entered in the Last Name / First Name fields) will be removed during periodic audits.

Please provide us with **your** name:

Last Name:

First Name:



MEIS – Step 2

Enter your
demographic
information
then click
“Proceed to
Step 3”.



Obtain MEIS Account - Step 2

Welcome **firstname lastname**, please provide us with the following **contact** information:

Contact Information
Note: This information is intended to be used to keep you informed of important notices, events, etc. that relate to the MEIS system.

Please provide us with the best and most detailed information possible. If your contact information should change at a later date, please be sure to visit the MEIS User Management website and update your profile.
Thank-you.

Email Address :	<input type="text" value="doejohn@michigan.gov"/>
Phone 1:	<input type="text" value="517-351-0000"/>
Phone 2:	<input type="text"/>
Address 1:	<input type="text" value="608 W. Allegan"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="Lansing"/>
State:	<input type="text" value="MI"/>
Zip:	<input type="text" value="48823"/>
ISD Code :	<input type="text"/> (optional)
District Code :	<input type="text"/> (optional)
Building Code:	<input type="text"/> (optional)



MEIS – Step 3

Obtain MEIS Account - Step 3

firstname lastname, please provide us with the following **security** information:

Security Information

Note: This information will be used to verify the identity of callers by MDE helpdesk staff in order to perform maintenance on MEIS accounts, such as password resets.

Please
allow

Question 1

Q: "Where is my favorite place to vacation?"
A: "Disneyworld."

Question #1: Favorite pet

Answer #1: Binky

Please
guarantee

Question 2

Q: "Who was my favorite college professor?"
A: "Dr. Kathryn Jones."

Question #2: First School

Answer #2: ABC school

If

(Ex

Question 3

Q: "What community group/charity am I most active with?"
A: "Capital Area Humane Society - (CAHS)"

Question #3: Mothers maiden name

Answer #3: Smith

Start Over

Proceed to Step 4

Enter Questions and Answers that will be used to verify your identity, then click "Proceed to Step 4".



MEIS – Step 4

Obtain MEIS Account - Step 4

firstname lastname, please **verify** the following new account information:

Verify Account Information

Please verify all of the information you have provided us.

Thank-you.

Last Name: lastname
First Name: firstname
Email Address : email@aol.com
Phone 1: phone
Phone 2:
Address 1: work address
Address 2:
City: work city
State: MI
Zip: work zip
ISD Code :
District Code :
Building Code:
Security Question #1: Favorite pet
Security Answer #1: Binky
Security Question #2: First School
Security Answer #2: ABC school
Security Question #3: Mothers maiden name
Security Answer #3: Smith

Start Over

Create New MEIS Account

Verify all your
information,
then click
“Create New
MEIS Account”.





MEIS – Step 5

**PRINT
this
page!!!**

Obtain MEIS Account for firstname lastname - Finished



**PLEASE BE SURE TO PRINT
THIS INFORMATION FOR YOUR
RECORDS!**



The Following Account Was Created

Last Name: lastname
First Name: firstname
Email Address : email@aol.com
Address 1: work address
Address 2:
City: work city
State: MI
Zip: work zip

MEIS Account Info

MEIS Account ID: A1039224
MEIS Login: lastnafi
MEIS Password: !nnE_Xzq (note: this is a temporary password)

Follow the link below to set your MEIS Account password.
(Use the temporary password provided above to access the system.)

You need
this exact
password
to change
it to
something
meaningful
to you.


Click here



[Set your MEIS Password](#)




MEIS – Step 6



Welcome to the
MEIS User Management System

MEIS Accounts are used to access
MEIS
web-based applications bearing this
logo:



[Questions & Answers regarding MEIS User Management](#)

If you are **new** to the MEIS system, and were asked to obtain an MEIS account,
please select the link (below on the left) labeled: [Create an MEIS Account](#)

If you have already created an MEIS account and would like to adjust your
account settings (i.e. change your MEIS password, adjust address info, etc.)
please login with the MEIS Login box provided (below on the right).

If you **DO NOT HAVE** an MEIS Account:

To obtain an MEIS account,
please select the link below:


[Create an MEIS Account](#)

If you **HAVE** an MEIS Account, please login:

MEIS Login

Login:

Password:



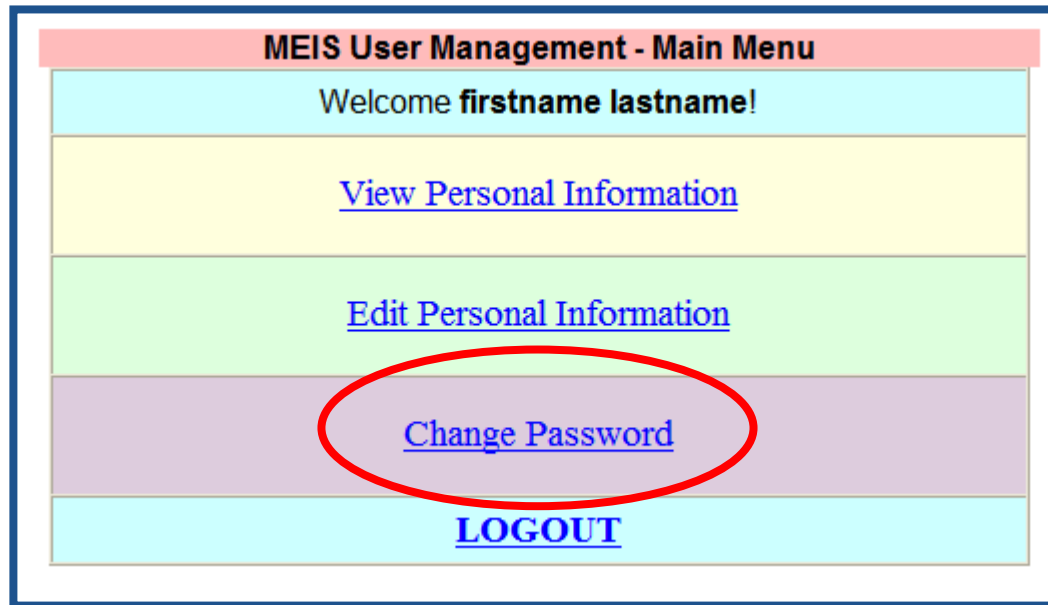
[Department of Education Home](#)

Enter your
login name
and
password
EXACTLY
from the
page you
printed, and
click on
“Login”.



MEIS – Step 7

CHANGE your password!



Click on “Change Password”.



MEIS – Step 8

MEIS User - **firstname lastname**

Change Password

Please type your **NEW** password in the **TWO** fields below.
The **Verify New Password** must **EXACTLY** match the **New Password**
you enter to successfully change your password.

New passwords **MUST** be between **6 and 10 characters** in length,
and may contain letters, numbers and symbols.

New Password:

Verify New Password:

[Return to the MEIS Main Menu](#)

Enter and verify your new password and click
"Save NEW Password".



MEIS – Now What?

You now have a username, and a password, but you do NOT have security access to any of MDE's electronic systems.

MEIS User - **firstname lastname**

Password Successfully Changed!

[Return to the MEIS Main Menu](#)

Michigan Electronic Grants System (MEGS)

- [Michigan Electronic Grants System Security Agreement Form](#) PDF
- [MEGS Quick Guide](#) DOC
- [Login to MEGS](#)
- [Michigan Electronic Grant System \(MEGS\) Security Authorization](#) PDF
- [MEGS Directions](#)

Migrant Education Data System (MEDS)

- [MEDS Security Agreement](#) PDF
- [Migrant Education Data System \(MEDS\)](#)

Pupil Transportation, Driver and Rider Safety Prog

There is currently no content in this category.

Registry of Educational Personnel

- [Registry of Educational Personnel / Credential Exchange](#)

Cash Management System (CMS)

- [CMS PowerPoint Presentation](#) PPT
- [Cash Management System \(CMS\)](#)

Online Recommendations

- [Online Recommendations Manual](#) PDF
- [Online Recommendations](#)
- [MEIS Online Recommendations Security Agreement](#) PDF



Login and Password Help

Login and Password help can be obtained at the MEIS Helpline at:

(517) 335-0505



Login to the System



MEGS: Michigan Electronic Grants System

Welcome to MEGS, The Michigan Electronic Grants System.

This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your MEIS login and password in the text boxes below and click the "login" button to access MEGS.

Login:

Password:

Login

If you do not have a MEIS account,
please visit <https://cepi.state.mi.us/MEISPublic/step1.asp> to
request one.

MEIS

[Forgot your password?](#)

[Click here to access the MEGS Website](#), for federal,
state, private, and other funding grant resources that
relate to education and/or youth.

Use your login
and password
given to you
when you
received your
MEIS number

(You do not use
your "MEIS"
number to log
in)

<http://megs.mde.state.mi.us/megs/login.asp>



Validation

Validation Required! Please confirm all your contact information is correct. Enter any needed updates, then click **Validate**.

Contact		SAVE	VALIDATE
Instructions: Please fill out all the required information (items with a * next to them).			
MEIS Account ID	a1022848		
Name	Mr. * Randolph James		
Agency	University of Michigan		
Title	Senior Associate Director, DRDA		
Address 1	University of Michigan *		
Address 2	3003 South State, Room 1044		
City	Ann Arbor *		
State	MI *		
Zip Code	48109-1274 *		
County			
Type			
System Security Level	Level 5		
Active	<input checked="" type="checkbox"/>		
Mailing Name			
Phone	(734) 764-7242 * Ext		
Fax	(734) 764-8510 Ext		
E-mail	nihjim@umich.edu *		
Summer Phone	Ext		
Summer Fax	Ext		
Summer Address			
		SAVE	VALIDATE

If you haven't worked in MEGS in a while, you will be asked to validate your information.


If all of the required fields are completed, click on validate.



Click on the drop down to find the Improving Teacher Quality grant and click on “Initiate”.



The Application



Improving Teacher Quality
Applicant: Michigan State University 330002550 (330002550)
Application #: 0809-1233 - Application In Progress
User: Mr. Fred Salas

[Main Menu](#) [Help](#) [Logout](#)
[Application Menu](#) [Errors](#) [Report Menu](#) [View Comments](#)

[SUBMIT APPLICATION](#)

This "Improving Teacher Quality" application contains the following grant(s):

Grant	Apply Now/Later
Title II, Part A (3) - Improving Teacher Quality	Apply Now

- The current status is **Application In Progress**
- This application is due on **Friday, June 27, 2008**
- [Important Information About the Improving Teacher Quality Application](#)
- [Assurances and Certifications](#)

Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES

- [Control Access to this Application](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

GENERAL INFORMATION

- [Grant Contact and Fiscal Agent Information](#)
- [Partner Information](#)
- [Add/Review Partners](#)
- [Verification of Collaborative Planning](#)
- [Grant Categories](#)

BUDGET PAGES

- [Title II, Part A \(3\) - Improving Teacher Quality](#)

PROGRAM INFORMATION

- [Program Information Page Summary](#)
- [Narrative Rubric](#)
- [Narrative](#)
- [Abstract](#)

ATTACHMENTS

- [Miscellaneous \(0\)](#)

[SUBMIT APPLICATION](#)



Sections of the Application

Click on the Help screen on any page to see if there is additional information to assist you

Status of the Application



Click Errors at any time to check for missing items or other errors

Currently not used in this application

Click this button to submit the application, modification, or amendment (button verbiage will change slightly)

View and make comments to consultant





1st Section

This "Improving Teacher Quality" application contains the following grant(s):

Grant	Apply Now/Later
Title II, Part A (3) - Improving Teacher Quality	Apply Now

- The current status is **Application In Progress**
- This application is due on **Friday, June 27, 2008**
- [Important Information About the Improving Teacher Quality Application](#)
- [Assurances and Certifications](#)

JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION
May 15, 2008

MEMORANDUM

TO: Institutions of Higher Education

FROM: Sally Vaughn, Ph.D.
Deputy Superintendent/Chief Academic Officer

SUBJECT: 2008-2009 Title II, Part A(3)
Improving Teacher Quality Competitive Grants Program

For 2008-2009, the Michigan Department of Education is authorized to award approximately \$2.7 million for the Title II, Part A(3) Improving Teacher Quality Competitive Grants Program. Grants are awarded for a period of approximately 22 months with an expected contingency award date in July 2008 and an official award date in September 2008.

Title II, Part A (3), Improving Teacher Quality

Assurances and Certifications

Certification Regarding Lobbying for Grants and Cooperative Agreements

No federal, appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of



Management Activities

MANAGEMENT ACTIVITIES

- [Control Access to this Application](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

Click on either the link below to view a PDF of part of the application.

FULL PDF

- Generate [PDF](#). You will receive an E-mail when the PDF is generated (usually within 24 hours).

COVER PAGE/CONSORTIUM INFORMATION

- [View the Cover Page For This Application](#)

GENERAL INFORMATION

- [Add/Review Partners](#)
- [Grant Categories](#)
- [Verification of Collaborative Planning](#)

BUDGET PAGES

Michigan State University 330002550

[Budget](#)
[Budget Detail](#)

TITLE II, PART A (3), IMPROVING TEACHER QUALITY
FISCAL YEAR 2008-2009

AGENCY INFORMATION	Legal Name of Agency		District Code
	Address		
	City	State	Zip Code
	Telephone Number		Fax Number
Name of Contact Person		Title of Contact Person	

Do not use
the View a
PDF UNTIL
you have
completed
the
application

This is the BLANK PDF where
you can see all the pages in
the application



General Information

Grant Contact and Fiscal Agent Information

GENERAL INFORMATION

-  [Grant Contact and Fiscal Agent Information](#)
-  [Partner Information](#)
-  [Add/Review Partners](#)
-  [Verification of Collaborative Planning](#)
-  [Grant Categories](#)

GRANT CONTACT AND FISCAL AGENT INFORMATION

displays information for the assigned contacts for this grant. The page also displays the information that will be used on the grant cover page.

To manage your grant contacts, use the **Control Access to this Application** link on the Application

Information page. To edit contact information, an Authorized Official must use the **Edit Your Agency Information** link

This application requires two contacts

[Assign Main Contact for this Agency](#)

[Assign the Project Director for this Grant Program](#)

Fiscal Agent

Legal Name	Michigan State University 33000255
Superintendent	Dr. Lou Anna K. Simon
FEIN	386005984

You cannot change any information in the Fiscal Agent fields. If you find something wrong, please contact the Grants Unit at (517) 373-1806



General Information

Partner Information

Partner Name	District Code	Building Code	Contact Info	Partner Option	Essential Partner
--------------	---------------	---------------	--------------	----------------	-------------------

This screen is
"built" as you
"add" your
partners



General Information

Add/Review Partners

MICHIGAN STATE UNIVERSITY 330002550 (330002550)

BUILDING CODE: 0255

ADD/REVIEW PARTNER

Instructions:

- Please complete one page for each partner.
- For LEA and PSA Partners, enter the District Code and 00000.
- For IHE and School Partners, enter the District Code and the Building Code.
- The Building Code Must have five digits.
- Enter the information, and click **Save**.
- To add another partner, click **Add**.

Partner Information

Name of Partner *

District Code

Building Code

Authorized Representative *

Address 1 *

Address 2 *

City *

State *

Zip Code *

Telephone *

Partner Option *

Poverty %

Essential Partner ☐

Contact Person Information

First Name *

Last Name *

Telephone *

Email Address *

You can put
in the district
code and
building
number,
then press
save ->
it will auto
fill.

Partner Information

Name of Partner * Academy of Westland

District Code 82912

Building Code 00000

Authorized Representative *

Address 1 * 300 S. Henry Ruff Road

Address 2 *

City * Westland

State * MI

Zip Code * 4818650

Telephone *

Partner Option * PSA

Poverty % 20.61

If the poverty percentage
does not populate the
field, it does not have a
high enough poverty rate
to qualify for this grant



General Information

Verification of Collaborative Planning

MICHIGAN STATE UNIVERSITY 330002550 (330002550)
BUILDING CODE: 02550

VERIFICATION OF COLLABORATIVE PLANNING

Instructions: Mandatory items are marked with a red asterisk.

Proposal Title *

Project Director
IHE- Fiscal Agent

Initial Proposal Planning Meeting

Date *:

Location *:

Have the private non-profit schools within your boundaries been consulted? * Yes ☐ No ☐

Implementation/Update Meeting

Date:

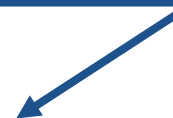
Location:

Project Evaluation Meeting

Date:

Location:

If you have not consulted the private non-profit schools within your boundaries, you will not be able to apply for this grant





General Information

Grant Categories

MICHIGAN STATE UNIVERSITY 330002550 (330002550)
BUILDING CODE: 02550

GRANT CATEGORIES

Instructions: Select the grant category for which your agency is applying. Click **Save**.

- ☐ Partnerships for Professional Learning Opportunities in English Language Arts, Mathematics, Science, and Social Studies
- ☐ Partnerships for Professional Learning Opportunities that Result in Highly Qualified Status or Endorsement for Special Education Teachers Assigned to Grades 6-12
- ☐ Partnership for Professional Development to Increase the Skills of Middle School Pre-Algebra and Algebra Teachers, and/or High School Algebra Teachers to Instruct Students of All Ability Levels

CHECK SPELLING

SAVE

DELETE



Budget Pages

Budget Summary	Budget Detail	View PDF	Add Budget Item	Budget Summary Plus/Minus			
Quick Links: Add Personnel Add Other Download Budget Detail							
District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
330002550	090290		84.367B	Regular	09/01/2008	06/30/2010	2009
Title II, Part A (3) - Improving Teacher Quality Budget Summary for Michigan State University 330002550					<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>		
Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000	TOTAL
220	Support Services - Instructional Staff						
230	Support Services - General Administration						
240	Support Services - School Administration						
270	Pupil Transportation Services						
280	Support Services - Central						
310	Community Services - Direction						
320	Community Recreation						
330	Community Activities						
410	Payments to Other Public Schools Within the State of Michigan						
440	Payments to Other Government Entities						
SUBTOTAL							\$0
Indirect Costs \$ <input type="text" value="0"/> Enter dollar amount only, do not enter %. Restricted Rate (Max allowed: 8%)						\$0	\$0
TOTAL						\$0	\$0

You do NOT complete your budget at this SUMMARY level. On this page, you will put in your indirect costs and contact information.

CONTACT INFORMATION			
Business Office Representative: Name:	<input type="text"/>	Phone:	<input type="text"/>
		Ext:	<input type="text"/>
Project Contact Person: Name:	<input type="text"/>	Phone:	<input type="text"/>
		Ext:	<input type="text"/>



Budget Pages

Budget Summary Budget Detail View PDF **Add Budget Item** Budget Summary Plus/Minus

Title II, Part A (3) - Improving Teacher Quality Budget Item for Michigan State

Select the appropriate Function Code for this budget item:

Provide a specific description for this budget item. Do not repeat the Function Code drop down menu or the heading(s) of the box(es) used below:

Enter the dollar amount associated with the budget item. Enter an amount in only one box. Personnel must have both Salaries and Benefits.

Salaries (1000)

\$

Benefits (2000)

\$

Purchased Services (3000,
4000)

\$

Supplies & Materials
(5000)

\$

Other Expenses (7000)

\$

If Salaries, enter the FTE or Hours:

FTE Hours

ADD ITEM

- Select a function code from the drop-down menu
- Write a specific description
- Enter the amount
- Click on Add Item



Budget Pages

Quick Links

Budget Summary	Budget Detail	Add Budget Item	Budget Summary Plus/Minus		
Quick Links: Add Personnel Add Other Download Budget Detail					
District Code	Grant Number	Project Number	CFDA Number	Project Type	Star
330002550	090290		84.367B	Regular	09/

Download budget will give you a spreadsheet of everything entered in the budget.

Budget Summary	Budget Detail	Add Budget Item	Budget Summary Plus/Minus
Quick Links: Add Personnel Add Other Download Budget Detail			
Function Code			

These quick links gives you the ability to add more that one budget entry at a time.

	Description	FTE	Hours	Salaries (1000)	Benefits (2000)
▼					
▼					
▼					
▼					
▼					
▼					
▼					
▼					
▼					



Program Information

List of LEAs and ISD/RESAs with teachers who are not highly qualified
and the Narrative Rubric

These are
provided to
assist you
with writing
your
narrative.

ISD	ISD Name	District	District
-----	----------	----------	----------

52 Marquette-Alger RESA

02020 Burt T

Building	Building
----------	----------

04999 Burt T

02865 Otsego

02865 Otsego

02865 Otsego

07311 Fennvil

02402 Martin

02402 Martin

09085 Outlook

00075 Alpena

00075 Alpena

00075 Alpena

00075 Alpena

00075 Alpena

00075 Alpena

00075 Alpena

To qualify, the application must have **all** of the following to be consi

1. Required partners:

- o College of Education and
- o College of Arts and Sciences and
- o One or more high-need school(s) as defined in #2.

2. High-need school(s) must meet this federal definition:

- o LEA serving not fewer than 10,000 children from low income families **OR**
- o No less that 20% of children from families living below the poverty line (as defined by the **AND**
- o High percentage (is not federally defined as of 1/16/2004) of teachers with emergency or certificates **OR**
- o Not teaching in the academic **or** subject area for which they were trained.

3. Evidence of research base for the professional development proposed for teachers, and/or pr
paraprofessionals.

4. Evidence of collaborative planning.

5. Application must apply in **one** of the following areas:

- o Partnerships for Professional Learning Opportunities in English Language Arts, Mathematic



Narrative

AGATE HEAD START (00003)

NARRATIVE

Instructions:

The narrative should be ***no more than 20 pages including charts and graphs***. Appendices may be attached to each proposal, but reviewers are not required to read them in detail. Appendices are not to exceed 15 pages in length. Proposals are required to address all of the identified criteria (see Scoring Rubric).

Proposals that exceed the allowed number of pages will be assessed a penalty of five (5) points for each page beyond the specified page limit. Additional documents and materials will not be reviewed.

Proposals are required to be double-spaced using no less than eleven (11) font size and no less than one (1) inch margins. Proposals using less than eleven (11) font size will be assigned a penalty of twenty (20) points.

NOTE: When you name your file, **DO NOT** leave any spaces OR place a period between the words. You may wish to save your narrative file in **Word** or **PDF** format.

Uploading the Narrative file:

- Click **Browse** for your document on your computer. Once selected, the path to your file will appear in the **Document Source** field.
- Click **Save** to upload the attachment.

Title: *

Document Source: *

Browse...



Abstract

AGATE HEAD START (00003)

ABSTRACT

Instructions:

Attach a 200 word description of this project. Complete this section after completing the entire application. The abstract will be used when a description of your project is needed for public documents. **Please list in the abstract the school partners served and the curriculum content addressed by the project. The abstract is not to exceed two (2) pages.** (Note: The abstract will be disseminated as you have written it.)

[Browse...](#)[CHECK SPELLING](#)[SAVE](#)[DELETE](#)



Attachment

ADD NEW ATTACHMENT

Instructions: Type in a descriptive title for the document that will be uploaded. Click the **Browse** button and search for your document on your computer. Once selected, the path to your file will appear in the Document Source field. Click the **Upload Attachment** button.

NOTE: When you name your file to be uploaded, **DO NOT** leave any spaces OR place a period between the words. Attachments may be in **Word, PDF, JPG, XLS** or **GIF** format. (The descriptive title entered above does not have to be the same as the file name, and it can include spaces)

Title

Document Source

Browse...

UPLOAD ATTACHMENT



Submission

Application Menu | EDC | EDC Submission | Checklist

MANAGEMENT ACTIVITIES
GENERAL INFORMATION
BUDGET PAGES
PROGRAM INFORMATION
ATTACHMENTS

ADD NEW ATTACHMENT

Type in a descriptive title for the document that will be uploaded. Click the **Browse** button and select the document on your computer. Once selected, the path to your file will appear in the Document Source field. Click the **Upload Attachment** button.

NOTE: When you name your file to be uploaded, **DO NOT** leave any spaces OR place a period between the words. Attachments may be in **Word, PDF, JPG, XLS** or **GIF** format. (The descriptive title entered above does not have to be the same as the file name, and it can include spaces)

Title

Document Source

Instead of trying to use the drop down menu selections from the application menu, just "click" on the "Application Menu".

This gets you back to the entire application where you can submit the application. **NOTE**; only the Authorized Official (Level 5) can submit the application,

This "Improving Teacher Quality" application contains the following grant(s):

Grant	Apply Now/Later
Title II, Part A (3) - Improving Teacher Quality	Apply Now

- The current status is **Application In Progress**
- This application is due on **Friday, June 27, 2008**
- [Important Information About the Improving Teacher Quality Application](#)
- [Assurances and Certifications](#)



Application Status Levels

Status levels are used to track applications within MEGS and are applied at every step of the process.

Applicant status levels that are “in progress” allow the user full access to the application. Submission will “lock” the application to further changes.

Applicant Set Status Levels

- *Application In Progress*
- *Application Submitted*
- *Modifications In Progress*
- *Modifications Submitted*
- *Amendment In Progress*
- *Amendment Submitted*

Consultant Set Status Levels

- *Review In Progress*
- *Modifications Required*
- *Program Office Review Complete*
- *Grant Funds Available to The Applicant*

Application #0607-0007: Agate Head Start (00003)					Improving Teacher Quality
Initiated	Original Submission Date	Date of Current Status	Status	Contact Name	Report Status
10/18/2005		10/18/2005	Application In Progress		Report Not Available
VIEW APPLICATION	VIEW AMENDMENTS	EDIT INFORMATION	HISTORY	VIEW REPORTS	2 of 78



Comments

Main Menu Help Logout

Application Menu Errors Report Menu View Comments

CHECK LIST
for
Calvin College
Improving Teacher Quality
#0809-1178

☐ Administrative Review Complete
☐ Modifications Required
☐ Program Office Review Complete
☐ Review in Progress

General Comments

Comments to Consultant

Collaborative Planning

Comments to Consultant

Budget

5% for State-level evaluation
☐ Yes ☐ No

Comments to Consultant

Narrative

Comments to Consultant

Abstract

Comments to Consultant

Miscellaneous

Comments to Consultant

Budget

5% for State-level evaluation
☐ Yes ☐ No

Comments to Consultant

(Enlargement)

Click on View Comments to inform Consultant of any unusual item. If the Consultant returns the application to you for "Modifications", you will get an email instructing you to check this list to verify what needs to be changed before it can be submitted again. Then you will be submitting a "Modification".



Contacts

All questions should be directed to the program office. If there is a technical problem with MEGS, please contact:



The Grants Administration &
Coordination Office at

517-373-1806